



ASSISTANT CITY MANAGER/CITY CLERK

FLSA Status: Exempt
Adopted: April 2000

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DEFINITION

Under general direction, assists the City Manager by performing varied administrative duties with a high degree of responsibility: manages the Town's personnel activities and programs, including employee relations; responsible for overall administration of the Finance Department; administers the Town's Risk Management Program; assumes the duties of the City Manager during the absence of the City Manager, and performs the duties of Finance Director as described by Town Ordinance and State law; acts as the Deputy City Clerk; and does other related work as required.

DISTINGUISHING CHARACTERISTICS

Duties may include, but are not limited to highly responsible management functions in the following areas:

- **Personnel Administration:** manages recruitments
 - Discipline administration
 - Employee training and labor negotiations
 - Employee benefit administration
- **Financial Administration:**
 - Supervises the finance, accounting and payroll programs within the Town
 - Administers budget compliance and under the direction of the City Manager, budget preparation
 - Oversees the Town's financial planning activities
 - Reports the financial status of the Town to the City Manager and City Council
- **Risk Management:**
 - Manages the workers' compensation program
 - General liability claims
 - The Town's insurance policies
 - Serves as Safety Committee liaison
- **Administrative Assistance:**
 - Assists the City Manager to audit and approve all Town purchase orders and all registered claims for payment
 - Attends meetings on behalf of the City Manager
 - Makes special studies and investigations
 - Drafts proposed resolutions and ordinances
 - Meets with the public and with officials of other public agencies and civic groups in development and coordination of Town affairs
 - Consults with and assists department heads in solving and developing new procedures

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- **Deputy City Clerk:**
 - Acts as the Deputy City Clerk and assists in Council agenda preparation and Brown Act compliance
- **Technology:**
 - Manages usage, administration and maintenance of technology, including network computer systems
 - Telephone communications systems
 - Internet technologies
 - The City's cable television franchise
- **Emergency Services:**
 - Performs duties outlined in the Town's emergency plan in the absence of the City Manager.

SPECIAL REQUIREMENTS

Essential Functions:

These functions may be performed with or without reasonable accommodation:

- Ability to speak clearly and understandably
- Ability to attend and participate in evening meetings as assigned
- Ability to review reports and correspondence quickly and accurately
- Ability to report to work at any hour of day or night as required by disaster or other emergency situation

QUALIFICATIONS

Knowledge of:

- Principles, problems and methods of public and business administration as applied to a municipality, including organization and methods analysis, personnel administration, risk management, purchasing, fund accounting and generally accepted accounting principles and procedures; legislative procedures; and techniques for effective public relations

Ability to:

- Deal effectively with advisory boards and commissions, as well as other elected public officials
- Study analyze and compile technical, statistical and related information
- Plan, organize and direct the work of departmental staff; speak and write effectively
- Prepare clear and concise reports
- Develop and maintain good working relationships with Town officials, employees and the community
- Utilize consultant services effectively with limited resources

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Town of Colma
Assistant City Manager/City Clerk

Education:

Graduation from an accredited four year college or university with major work in public administration, business administration, or a related field. Completion of a Master's degree in public administration or a closely related field is highly desirable.

Experience:

Five years professional experience in Public Administration or closely related field of which two years must be in a management or administrative capacity.

LICENSES AND/OR CERTIFICATES

Possession of an appropriate valid California Driver's license.